

## INSTRUCTIONS: APPLYING FOR A CONCEALED WEAPONS LICENSE

The Bureau of Criminal Investigation (BCI) is prohibited by law from providing information about the status of a concealed weapon license, **even** to the applicant. **PLEASE DO NOT CALL WITH THESE INQUIRIES.** For information on completing the application form, testing, instructors, renewal and more, go to the Concealed Weapon License pages at [www.ag.nd.gov](http://www.ag.nd.gov) or call toll free 1-855-562-4946.

**AGE:** Applicant must be at least age 21 to apply for a Class 1 license, or at least age 18 to apply for a Class 2 license.

**APPLICATIONS:** Application forms must be fully completed, **signed & dated in two** places and have all required documentation. Your responses must disclose all offenses, even if charges were dismissed. Incomplete/unsigned applications cannot be processed. Applications submitted to BCI must be postmarked **within 30 days** of completing testing. List your permanent physical residence address (not PO Box) and mailing address (if different).

**APPLICATION FEE:** A non-refundable application processing fee of **\$60.00 payable to ND Attorney General** must be included with the application form.

**PAYMENT OPTIONS:** Certified check or money order **only**. No cash/personal checks. No joint payments. Applicant's name must appear or be written on the certified check/money order.

**CONCEALED WEAPONS LICENSE TESTING: ALL new** applicants must complete the open-book test. In addition, applicants for a **Class 1 license** must (1) attend classroom instruction, (2) demonstrate familiarity with the firearm, **AND** (3) successfully complete the proficiency (shooting) test. All classroom instruction and testing must be completed within the State of North Dakota and cannot be held in conjunction with instruction or testing for any other state. No additional testing is required of currently licensed ND law enforcement officers. The testing cannot be waived for any other applicant.

**TESTING FEES:** A test administrator can charge a maximum of \$50.00 (plus applicable range fees). The test administrator must provide to each applicant, at no additional charge, a complete copy of the current Concealed Weapon License Manual (July 2013) for the applicant to keep.

**RENEWAL:** No additional testing is required to renew a valid Class 2 license. In order to renew a Class 1 license, applicant must repeat **ALL** required testing (see above). An expired license is not valid and cannot be renewed; applicant must start over as a new applicant.

**INVALID APPLICATIONS:** Invalid applications cannot be processed. An application form is invalid if it is (a) submitted more than 30 days after completion of required testing, (b) a renewal submitted outside the renewal period or after the expiration of an existing license, or (c) an outdated form (issue date prior to 07/2013). Applicant will be required to restart the application process.

For more information see the Concealed Weapon License link at [www.ag.nd.gov](http://www.ag.nd.gov).

**PHOTOS:** Applicant must remove sunglasses, prescription eyewear, hats, and other headgear. No uniforms. **Passport quality photos only.** Print name on back of photos.

### WHAT MUST ACCOMPANY THE APPLICATION:

- ☐ **ALL APPLICANTS: Attach** (1) **Two** passport quality photos; (2) a **copy** of your state-issued driver's license; and (3) the non-refundable application processing fee.

#### AND

- ☐ **NEW Applicants only:** You also must submit **two fingerprint cards**. Contact your local law enforcement agency or a test administrator. Fingerprints are **not** required for renewal.
- ☐ **NON-ND RESIDENT Applicants only:** Residency is determined by your state-issued license/identification card. If you are a resident of a state that has reciprocity with North Dakota, you must have a valid concealed carry license from your home state and submit a **copy** with your application for a ND license. If your home state does not recognize non-resident licenses or does not have reciprocity with ND, you are not eligible for a ND concealed weapon license. Reciprocity information is available on the Concealed Weapon License page at [www.ag.nd.gov](http://www.ag.nd.gov).
- ☐ **Any applicant born outside the United States:** You must be a legal resident of the US. If you were born outside the United States or its territories, you must attach a copy of your US-issued Born Abroad birth certificate, or Alien Registration/INS Registration documentation (be sure also to write the registration number on your application form), or a copy of a valid US Passport or Naturalization certificate.

**APPLICATION PROCESSING:** The BCI accepts applications by mail **ONLY**. Place each application form in a **separate** envelope (**no** joint or bulk submissions). The application review process takes **up to 60 days** from the date the BCI receives a *satisfactorily completed* application that has *all* attachments. The BCI processes applications in the order received. If applicant satisfies the criteria established by law, the license is issued & mailed; if not, applicant receives a denial letter.

TO AVOID DELAYS, DOUBLE-CHECK THE APPLICATION FORM AND ATTACHMENTS BEFORE SUBMITTING TO BCI.